

**CONVERTING
A
MANUFACTURED
HOME
TO
REAL PROPERTY**

November 4, 2022

**IMPORTANT
INFORMATION PAGE
PLEASE READ**

PURGING YOUR MANUFACTURED HOME MAY INCREASE THE VALUE OF YOUR PROPERTY. Once the manufactured home is permanently affixed to the land and the title or MCO has been purged from the Colorado Department of Motor Vehicles records, the home becomes real property in all respects. To purge your manufactured home, you must comply with the following procedures. (Modular homes are automatically real property and do not need to be purged if they are permitted through the building department.)

- (1) Contact Margaret Gallegos with The Town of Pagosa Springs Department of Building and Fire Safety obtain information on the requirements and to schedule inspections (970)264-4151, please plan your inspections well in advance of your closing date, refinance or sale of property. Tie-downs must be completed prior to inspection. There will be inspection fees designated by the Building Department, if the tie-downs do not meet the requirements and an additional inspection is necessary additional fee's will be imposed for each additional inspection.
- (2) The **ORIGINAL MCO/MSO** (Manufacturer's Statement/Certificate of Origin) **or** the **ORIGINAL Title** for all manufactured housing units must be surrendered to Colorado State Motor Vehicle Division for destruction or to be purged from their records.
- (3) Complete the Owner's Request to Purge a Manufactured Home form (DR2180). (not necessary if you are purging the MCO, necessary if you have already titled the home)
**This form is available online at <https://dmv.colorado.gov/sites/dmv/files/DR2180.pdf>*
- (4) Complete the Lenders Request to Purge a Manufactured Home form (DR2171), if you have a lender. (not necessary if you are purging the MCO, necessary if you have already titled the home.)
**This form is available online at <https://dmv.colorado.gov/sites/dmv/files/DR2171.pdf>*
- (5) Complete the State of Colorado Power Of Attorney for Motor Vehicle Only forms (DR2175), if applicable (if somebody other than the property owner(s) will be signing the purge documents).
**This form is available online at <https://dmv.colorado.gov/sites/dmv/files/DR2175.pdf>*
- (6) Obtain a Tax Authentication from the Archuleta County Treasurer's Office. All prior year taxes on the manufactured home must be paid in full to the County Treasurer. (Do this the day you are filing the paper work as they are only valid for 30 days.)
- (7) Complete the Certificate of permanent location this document must be signed before a notary public.
**This form is available online at <https://cdola.colorado.gov/property-taxation-forms> select forms then manufactured home forms.*

All applicable Recording fees will need to be paid to the Archuleta County Clerk and Recorder. (\$13.00 for the first page \$5.00 for any additional pages)

Purge requests submitted after January 1st will be processed for tax purposes the following tax year. The manufactured home will be assessed as an improvement of the land. All future sales on the home must be conveyed by deed. Ownership of the land and home will be held by whom ever the land is deeded to after the purge is complete.

**PURGING A MANUFACTURED HOME
WITH AN MSO/MCO
(Manufactures Certificate/Statement of Origin)
Brand new not yet titled**

List of mandatory items to be turned into the Archuleta County Clerk's Office for the purging of the manufactured home's MCO when a title has not, and will not, be issued.

1. Completed CERTIFICATE OF PERMANENT LOCATION (*\$13.00 recording fee)
 - Section #4** – Get this information off the homes Title
 - Section #5** – Get information from the County Assessor.
Legal Description of the land including county name:
Property Address:
Assessor parcel or Account (Schedule)Number:
 - Section # 7** - TAX AUTHENTICATION if manufactured home has been in Archuleta County over 30 days. The Archuleta County Treasurer issues the Authentication for a fee of \$10.00. (this document is only valid for 30 days)
 - Section # 8** – Verify the home is on a permanent foundation this is verified and signed by Margaret Gallegos the Town of Pagosa Springs Building/Fire Code Official.
 - Section # 9** – Done by County Clerk and Records office.
 - Section #10** – Must be signed before a notary public.

2. **ORIGINAL MSO/MCO (Manufacturers Certificate of Origin) buyer/person requesting purge.** Signed by dealer and assigned to the purchaser (generally on the back of the document double wide homes maybe 4 pages and single wide homes are generally 2 pages.) (*recording fee\$5.00/page front/back)

3. Obtain a Tax Authentication from the Archuleta County Treasurer's Office. All prior year taxes on the manufactured home must be paid in full to the County Treasurer. (Do this the day you are filing the paper work as they are only valid for 30 days.)

4. Complete the State of Colorado Power Of Attorney for Motor Vehicle Only forms (DR2175), if applicable (**if somebody other than the property owner(s) will be signing the purge documents**).

**This form is available online at <https://cdola.colorado.gov/property-taxation-forms> select forms then manufactured home forms*

**This form is available online at <https://dmv.colorado.gov/sites/dmv/files/DR2175.pdf>*

Recording fees will be applied at time of recording (* \$ amount of recording fee's)
Please return all documents to The Archuleta County Clerk at 449 San Juan Street P.O. Box 2589, Pagosa Springs, CO 81147. ATTN: Vehicle Licensing.
C.R.S. 38-29-112-117, 38-29-118, 38-29-202

PURGING A MANUFACTURED HOME THAT HAS ALREADY BEEN TITLED

List of Mandatory items to submit to the Archuleta County Clerk's Office.

1. Completed (DR2180) OWNERS REQUEST TO PURGE A MANUFACTURED HOME form. (There is a section on this form that must be signed by the County Assessor's Office.

**This form is available online at <https://dmv.colorado.gov/sites/dmv/files/DR2180.pdf>*

2. TITLE ISSUED TO BUYER/PERSONS REQUESTING PURGE signed by the seller and assigned to the purchaser (generally on the back of the document, please have this verified by the motor vehicle department). (*recording fee \$5.00/ page)

3. (DR 2175)POWER OF ATTORNEY FOR MOTOR VEHICLE ONLY form, if applicable.

**This form is available online at <https://dmv.colorado.gov/sites/dmv/files/DR2175.pdf>*

4. (DR2171) LENDERS REQUEST TO PURGE form, if applicable.

**This form is available online at <https://dmv.colorado.gov/sites/dmv/files/DR2171.pdf>*

5. Completed CERTIFICATE OF PERMANENT LOCATION (*recording fee \$13.00)

Section #4 – Get this information off the homes Title

Section #5 – Get information from the County Assessor.

Legal Description of the land including county name:

Property Address:

Assessor parcel or Account (Schedule)Number:

Section # 7 - TAX AUTHENTICATION if manufactured home has been in Archuleta County over 30 days. The Archuleta County Treasurer issues the Authentication for a fee of \$10.00. (this document is only valid for 30 days)

Section # 8 – Verify the home is on a permanent foundation this is verified and signed by Margaret Gallegos the Town of Pagosa Springs Building/Fire Code Official.

Section # 9 – Done by County Clerk and Records office.

Section #10 – Must be notarized

**This form is available online at <https://cdola.colorado.gov/property-taxation-forms> select forms then manufactured home forms*

Please return all documents to The Archuleta County Clerk at 449 San Juan Street P.O. Box 2589, Pagosa Springs, CO 81147. ATTN: Vehicle Licensing.

If you have any questions, please call (970) 264-8350 or (970)264-8316
C.R.S. 38-29-114

CERTIFICATE OF PERMANENT LOCATION FOR A MANUFACTURED HOME

Effective July 1, 2008, the owner(s) of a manufactured home that is permanently affixed to the ground so that it is no longer capable of being drawn over the public highways shall record a Certificate of Permanent Location for a Manufactured Home (Certificate of Permanent Location) in the office of the county clerk and recorder. For a manufactured home that is titled, the Certificate of Permanent Location must include an application to purge the Certificate of Title. For a new manufactured home, the Certificate of Permanent Location must include a copy of the Bill of Sale and the Manufacturer's Certificate or Statement of Origin, § 38-29-202, C.R.S. For manufactured homes that are subject to a long-term land lease of at least 10 years, a Certificate of Permanent Location for a Manufactured Home Subject to a Long-Term Land Lease must be used.

Please print or type.

1. Recorded Certificate of Permanent Location should be returned to: (Name and mailing address)

2. Name(s) and mailing address(es) of owner(s)/debtor(s):

3. Name(s) and mailing address(es) of security interest/lien holder(s):

4. This Certificate of Permanent Location pertains to the manufactured home identified below:

Serial No.: _____	Certificate of Title/Origin No.: _____
Manufacturer/Make: _____	Length/Width: _____
Year: _____	HUD No.: _____

5. Legal description of land to which the manufactured home identified in section 4 will be permanently affixed (include county name):

Property Address: _____
Parcel/Schedule No.: _____

6. Name of record owner(s) of land identified in section 5 - must include at least one owner/debtor listed in section 2:

7. Tax authentication:
Attach to this form a Certificate of Taxes Due or a manufactured home Authentication of Paid Ad Valorem Taxes (Authentication) issued by the county treasurer of the county in which the manufactured home is located. (It is not necessary to record the Certificate of Taxes Due or the Authentication form.)

8. Verification that the manufactured home is on a permanent foundation in accordance with any applicable city and/or county codes or requirements.

Authorized Signature and Title _____ Date _____

9. The titled manufactured home identified herein was "Purged Ad Valorem" as indicated on the attached letter from the State Division of Motor Vehicle dated: _____

10. Consent and lien release:

The undersigned security interest/lien holder(s) consent to permanent location and hereby release any lien on the manufactured home. (Attach additional sheets if necessary):

Authorized agent of security interest/lien holder	Title
Signature _____	Date _____
State of Colorado	
County of _____	

Authorized agent of security interest/lien holder	Title
Signature _____	Date _____
State of Colorado	
County of _____	

The foregoing was acknowledged before me this ____ day of _____, 2____, by the authorized agent of the security interest/lien holder named above.

The foregoing was acknowledged before me this ____ day of _____, 2____, by the authorized agent of the security interest/lien holder named above.

Witness my hand and official seal:
My commission expires: _____

Witness my hand and official seal:
My commission expires: _____

Notary Public

Notary Public

Under penalty of perjury in the second degree, § 18-8-503, C.R.S., the undersigned owner(s)/debtor(s) hereby certify that all security interest/lien holder(s) are identified on this Certificate of Permanent Location or any attachments hereto. All owners/debtors consent to affixation of the manufactured home to the real property described herein and acknowledge that upon affixation, the manufactured home will become a part of the real property and ownership shall be vested only in the title owners of the real property. Any owner shown on the Certificate of Title of the manufactured home who is not also an owner of the real property to which the manufactured home is to be permanently affixed relinquishes all rights in the manufactured home, § 38-29-202(2)(l).

Signature of owner/debtor	Date
Print name _____	Address _____
State of Colorado	
County of _____	

Signature of owner/debtor	Date
Print name _____	Address _____
State of Colorado	
County of _____	

The foregoing was acknowledged before me this ____ day of _____, 2____, by the owner/debtor named above.

The foregoing was acknowledged before me this ____ day of _____, 2____, by the owner/debtor named above.

Witness my hand and official seal:
My commission expires: _____

Witness my hand and official seal:
My commission expires: _____

Notary Public

Notary Public

Instructions for Completing Certificate of Permanent Location for a Manufactured Home

Effective July 1, 2008, the owner(s) of a manufactured home that is permanently affixed to the ground so that it is no longer capable of being drawn over the public highways shall record a Certificate of Permanent Location for a Manufactured Home (Certificate of Permanent Location) in the office of the county clerk and recorder. For a manufactured home that is titled, the Certificate of Permanent Location must include an application to purge the Certificate of Title. For a new manufactured home, the Certificate of Permanent Location must include a copy of the Bill of Sale and the Manufacturer's Certificate or Statement of Origin, § 38-29-202, C.R.S. For manufactured homes that are subject to a long-term land lease of at least 10 years, a Certificate of Permanent Location for a Manufactured Home Subject to a Long-Term Land Lease must be used.

Section 1: Insert the name and address of the person to whom the county clerk and recorder should return the Certificate of Permanent Location.

Section 2: Insert the full legal name and mailing address of each owner/debtor of the manufactured home. Each owner/debtor must be listed separately. Attach additional sheets as necessary.

Section 3: Insert the full legal name and mailing address of each security interest/lien holder of an unsatisfied security interest or lien against the home to which the manufactured home has been affixed. Each security interest/lien holder must be listed separately. Attach additional sheets as necessary. If no security interest/lien holder exists, insert N/A.

Section 4: The manufactured home's serial number, manufacturer/make, and year of construction must be completed. Include the Certificate of Origin or Certificate of Title number, length and width, and, if available, the HUD number.

Section 5: Insert the legal description of the land to which the home is affixed, including the county name. List the property address and the parcel or schedule number assigned by the county assessor.

Section 6: Insert the full legal name(s) of the owner(s) of the land to which the home is permanently affixed. At least one manufactured home owner/debtor shown in Section 2 must own the land to which the home is permanently affixed.

Section 7: Either the Certificate of Taxes Due or a manufactured home Authentication of Paid Ad Valorem Taxes (Authentication) issued by the county treasurer must be attached. Property taxes on the manufactured home must be paid prior to permanently affixing the manufactured home to the land unless the home is directly coming from the manufacturer, a dealer's display lot, or another state. It is not necessary to record the Certificate of Taxes due or the Authentication form; however, the document must be attached for verification purposes.

Section 8: If required by the county in which the manufactured home will be permanently affixed, the signature of an authorized person designated by the governing entity is required to verify that the home is situated on a permanent foundation in accordance with any applicable city and/or county codes or requirements. If no applicable city and/or county codes or requirements exist, the signature of the owner/debtor affirms, under penalty of perjury, that the manufactured home is situated on a permanent foundation.

Section 9: The owner of a titled manufactured home which will be permanently affixed to the land must file an application to purge the Certificate of Title. The State Division of Motor Vehicle must issue a "Purged Ad Valorem" letter to the property owner. The "Purged Ad Valorem" letter must be attached to the Certificate of Permanent Location before the certificate can be recorded.

Section 10: Each owner/debtor and security interest/lien holder(s) must sign and date the Certificate of Permanent Location. The signature(s) of the security interest/lien holder(s) verify relinquishment and release of all rights in the manufactured home by the security interest/lien holder(s). Signatures here confirm that the manufactured home is permanently affixed to the land and acknowledges that ownership of the manufactured home shall be vested only in the owners of the real property.

Notes:

Once the manufactured home has become part of the real property, it is unlawful to remove the home from the real property without the express consent of the land owner(s) and all security interest/lien holders.

If the manufactured home is moved from the location identified in section 6 of the Certificate of Permanent Location, the owner(s) of the manufactured home must complete a Certificate of Removal for a Manufactured Home, § 38-29-203, C.R.S., and apply for a new Certificate of Title.

If the manufactured home is subject to a long-term land lease with an express term of at least 10 years, do not use this form. Complete and record the Certificate of Permanent Location for a Manufactured Home Subject to a Long-Term Land Lease.

Owner's Request to Purge a Manufactured Home

C.R.S. 38-29-118, 38-29-202(1)(d), 38-29-202(2)(l)

Contact Information		
Owner Name		
Mailing Address		
Phone Number	Fax Number	
Verification of the manufactured home title purge will be provided to the owner per the above information.		
I/We, (owner), _____ hereby request that		
Title Number _____ for a manufactured home described as:		
Year	Make	VIN Number
Be purged from all records at the Colorado Division of Motor Vehicles. The manufactured home is permanently affixed to the ground known as real property (Parcel Number) _____ in: _____ County, Colorado. I/We understand that the manufactured home henceforth will be assessed as real property.		
County Assessor Verifies (<i>check one box</i>):		Date
<input type="checkbox"/> At least one of the land owners is the same as the manufactured home owner OR <input type="checkbox"/> The manufactured home occupies real property subject to a long-term lease with an express term of at least 10 years		
Assessor's Signature		
<i>I certify under penalty of perjury in the second degree that the above information is true and correct to the best of my knowledge.</i>		
Owner's Signature		Date
Owner's Signature		Date

For Processing, Please Mail To:

Colorado Department of Revenue
 Division of Motor Vehicles
 PO Box 173350
 Denver, CO 80217-3350

Lender's Request to Purge a Manufactured Home

C.R.S. 38-29-118

I, (lender), _____ hereby acknowledge that		
the manufactured home owned by (owner) _____ and described as:		
Year	Make	VIN Number
Be assessed as real property (Parcel Number) _____ in: _____ County,		
Colorado and henceforth will be assessed as real property.		
I certify under penalty of perjury , that the above information is true and correct to the best of my knowledge.		
Agent's Printed Name		
Agent's Signature		Date

Please Attach Title and Mail to:

Colorado Department of Revenue
Division of Motor Vehicles
PO Box 173350
Denver, CO 80217-3350



State of Colorado
Power of Attorney for Motor Vehicle Only

C.R.S. 15-14-701 and C.R.S 15-14-705

The purpose of this Power of Attorney is to give the person you designate (your agent) powers to handle your property and affairs, which may include power to pledge, sell, or otherwise dispose of the motor vehicle described below without any advance notice to you. This form does not impose a duty on your agent to exercise granted powers, but your agent must use due care to act on your benefit and in accordance with the provisions of this form and must keep a record of receipts, disbursements, and significant actions taken as agent.

I (Grantor - insert your **full name** or name of entity if applicable as it appears on identification) _____

Appoint (insert **full name** or name of entity if applicable as it appears on identification) _____

as my agent to act for me in any lawful way with respect to the following powers as marked pertaining to only the Motor Vehicle described below: **(PLEASE CHECK ALL APPLICABLE POWERS. YOU MAY CROSS OUT ALL POWERS WITHHELD.)**

- Apply for and Receive a New Registration or New Temporary Registration.*
- Apply for and Receive Certificate of Title.*
- Apply for and Receive Duplicate Certificate of Title
 (Secure and Verifiable Identification is required only when the original title was issued on or after July 1, 2006)*
- To transfer ownership and acknowledge odometer reading
- To record a lien
- To release a lien
- To apply for and receive a copy of a motor vehicle record
- To receive a Persons with Disability Parking Privileges placard

TERMINATION DATE REQUIRED: This Power of Attorney terminates on ____/____/____. The original Power of Attorney must be surrendered to transfer ownership and acknowledge the odometer reading. Certified copies are acceptable for all other powers. A copy may be retained by the agent for record keeping purposes.

***(Notice to Grantor: Secure and verifiable identification is required to obtain a title or registration in the State of Colorado)**

Vehicle Identification Number(VIN)	Year	Make	Model

If a power of attorney is used and the individual appointed as the agent will be completing the odometer disclosure statement as the buyer only or the seller only, this non-secured form may be used. THIS FORM CANNOT BE USED to allow an individual or entity to sign as both buyer and seller disclosing and acknowledging the odometer reading. This may be accomplished only with the DR 2174, Secure Power of Attorney form.

NOTICE TO AGENTS: BY EXERCISING POWERS UNDER THIS DOCUMENT, THE AGENT ASSUMES THE FIDUCIARY AND OTHER LEGAL RESPONSIBILITIES OF AN AGENT UNDER COLORADO LAW.

I agree that any third party who receives a copy of this document may act under it unless a transfer of ownership is occurring. All transfers of ownership require the original of this document.

I agree to indemnify the third party for any claims that arise against the third party because of reliance on this Power of Attorney.

I certify, under penalty of perjury in the second degree, that the above information is true and accurate to the best of my knowledge.

Printed Name as it Appears on Identification of Owner/Co-Owner (Grantor) _____

Signature of Owner/Co-Owner (Grantor) _____ Date _____

Identification of Owner/Co-Owner (Grantor):
 Colorado DL Colorado ID Other _____

ID # _____ Expires _____ DOB _____

Subscribed and affirmed, or sworn to before me, in the State of _____, County of _____, this _____ day of _____, 20____, by _____ (Grantor), who executed this form in my presence and presented the identification described above.

 Notary Public Signature

 Notary Public Printed Name

My Commission Expires _____

Notary Seal